

LOS ANGELES COUNTY – DEPARTMENT OF MENTAL HEALTH
OLDER ADULT SYSTEM OF CARE BUREAU
SERVICE AREA 5 - WEST LOS ANGELES GI ADMINISTRATION

TRANSFER OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION
RESTRICTED TO DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

HEALTH PROGRAM ANALYST II

The West Los Angeles GI Administration is seeking a highly motivated, reliable, and productive individual to join its Administration team located at 11303 West Washington Boulevard, 2nd Floor, Los Angeles, CA, 90066. The West Los Angeles GI Administration is responsible for administering an array of mental health services delivered by directly operated and contracted providers that provide services to children, transition age youth, adult, and older adults. The Health Program Analyst II will report directly to the District Chief for Service Area 5.

EXAMPLES OF DUTIES

- Assists the District Chief in resolving systems barriers to the implementation and ongoing operation of providing mental health services in Service Area 5, including interfacing with high level administrative staff with other Bureaus and contract agencies.
- Assists with developing programs, developing fiscal and budget controls and formulating plans and implements policies and procedures, including the preparation for submission of directly operated and contract agencies budgets.
- Assists with the development and implementation of grant proposals.
- Prepares and reviews Contract Negotiation Packages, Mental Health Services Agreements, Board Letters, Addendums, or other contract materials.
- Collects and analyzes data to develop reports to assist management in efficiently operating programs.
- Develops and monitors all contract providers in Service Area 5.
- Provides supervision and/or direction to clerical and administrative staff.
- Completes additional or special assignments as requested.

DESIRABLE QUALIFICATIONS

- Possession of excellent organizational and interpersonal skills as well as be self-directed, energetic, and committed.
- Possession of excellent and demonstrated communication skills, both verbally and in written form.
- Ability to produce reports from data and make recommendations based on the analysis.
- Strong computer skills and experience utilizing Microsoft Outlook, Word, Access, Excel, and/or Visio software
- Ability to establish, implement, and achieve both local program and Department-wide goals and objectives.

Interested individuals holding the title of Health Program Analyst II are encouraged to submit a detailed resume, a letter of interest, last two (2) performance evaluations and last two (2) Master Timecards no later than **5:00 p.m., Friday, March 1, 2013 to:**

**Jacquelyn Wilcoxen
Mental Health Clinical District Chief
11303 West Washington Boulevard, 2nd Floor
Los Angeles, CA 90064
Telephone: (310) 482-6601
Fax: (310) 313-0813
E-mail: JWilcoxen@dmh.lacounty.gov**

AN EQUAL OPPORTUNITY EMPLOYER